

## **5 IDENTIFYING WORKPLACE HAZARDS**

### **5.1 INSPECTIONS & HAZARD CORRECTION**

An effective safety and health system requires interaction and communication between all levels of management and employees, working together to provide a safe workplace. It is all levels of management and every employee's responsibility to identify and eliminate potential accident causes and safety problems.

It is important to have an organized approach when conducting inspections and analyzing work processes. Inspections need to be scheduled and planned in a systematic manner that routinely involves both management and employees. Thoughtful preparation and planning for hazard detection produces a greater likelihood of identifying critical (high-risk) hazards and prompt corrective action.

In addition to scheduled inspections, unscheduled inspections or "spot checks" are necessary to detect hazards in specific operations, equipment or jobs. Special inspections should be made when new equipment is installed or a new process is started.

#### **5.1.1 PURPOSE**

To establish a plan for the systematic recognition and control of workplace hazards through periodic safety and health inspections. The purpose of safety and health inspections are to determine if a safe work environment is being maintained, to recommend corrective actions and to provide an avenue to observe, recognize, and provide feedback on safe or unsafe behavior.

#### **5.1.2 OBJECTIVE**

1. To find, eliminate, and control unsafe actions and conditions to prevent accidents.
2. To encourage supervisors and employees to constantly be on the lookout for hazards, potential accidents and safety problems on the job.
3. To provide an opportunity for employees to work with supervision to observe and document unsafe behavior and work conditions and make recommendations for improvement.
4. To observe employees working safely. When safe behavior is observed and recognized, the more likely the behavior will continue.

#### **5.1.3 PROCEDURE FOR CONDUCTING SAFETY AND HEALTH INSPECTIONS**

1. Minimum Action Standard - Each supervisor will be responsible for a periodic inspection of his or her worksite along with daily awareness and visual inspections. Large facilities may need to establish a reasonable inspection schedule. Employees should be involved in the inspection process. If the

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worksite has a "safety team", members should be trained to assist with the inspections.

Samples of the Safety and Health System inspection forms are provided (*see Section 9.5*) to record observations of work areas, machines, equipment, and employee behavior. In addition to recording any unsafe behaviors and conditions, provide positive and immediate feedback on safe behaviors and conditions observed.

2. Corrective Action - When any unsafe actions or unsafe conditions are observed, the supervisor will take immediate appropriate action to eliminate or control the hazard. For hazards that cannot be immediately controlled or eliminated the action necessary for correction should be documented with a date established for completion.

When unsafe actions are observed, find out why the behavior occurred and coach the employee on the appropriate safe behavior to ensure that safety and health are integrated into the process.

3. Imminent Danger - A dangerous situation that may cause death or serious injury if corrective measures are not taken immediately. In an imminent situation the hazard must be immediately corrected before work continues or the job shut down and all personnel removed from the area until corrected.

### 5.1.4 FOLLOW UP

The supervisor will review the previous period's completed Safety and Health Inspection form prior to conducting an inspection to assure items needing correction or improvements were made. The supervisor will maintain the forms. Completed inspection forms will be maintained for one year and may be reviewed by the DMB Safety Coordinator during an audit process.

## **5.2 EMPLOYEE REPORT OF HAZARD**

Supervisors will encourage employees to bring hazards, potential accident causes and safety problems to their attention **without fear of reprisal**. Employees are a key resource in identifying and controlling hazards in the workplace since they perform the work and may be the first one to recognize the hazard. Employees have a responsibility to correct an unsafe condition without having to request permission from their supervisor. If the situations are beyond the employee's level of authority or control, they shall report safety and health hazards, unsafe work conditions or procedures to supervision immediately.

### **5.2.1 PURPOSE**

To establish a reliable system for employees to formally report their safety and health concerns to management. When a valid concern exists, a timely response to the reporting employee will be made and actions taken to correct the situation.

### **5.2.2 PROCEDURE**

1. An employee may choose to report a hazard informally (verbally) or through a formal written process utilizing the Employee Report of Hazard Form (*see Section 9.7*). Employees may prefer to remain anonymous when reporting hazards. In these circumstances, employees can utilize the form, without identifying themselves. However, employees should be encouraged to put their name on the form in case additional questions need to be asked and for follow-up purposes. Forms are available to all divisions (DMB-HR119) by contacting the DMB Safety and Health Coordinator.
2. The employee reports the hazard to their immediate supervisor. If the hazard is under the jurisdiction of a different department, the supervisor will refer the hazard report to the DMB Safety and Health Coordinator. If the hazard is under the control of another DMB supervisor, then the hazard report will be referred appropriately. The supervisor will investigate the concern within 24 hours.
3. After the supervisor has evaluated and/or controlled the hazard, the supervisor will personally advise the employee of what action was taken. The supervisor should take corrective action to eliminate the hazard through a redesign of the task, by instituting a safe work requirement or procedure, or through the purchase of Personal Protective Equipment (PPE). If unable to completely correct the situation, the supervisor is required to take preliminary steps to prevent an accident, until final corrections can be made. The supervisor should pursue corrective action through their chain of command or through the appropriate division management.
4. Untimely responses or disputes should be brought to the attention of the Safety and Health Coordinator.

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5. After the problem has been evaluated and/or controlled, the Employee Report of Hazard form is to be distributed to the division director or designee for review, signature, and additional action if necessary.
6. In the event the supervisor and the employee differ regarding the existence of a hazard, the supervisor should take the following steps:
  - a. Avoid any rejecting comments during the initial contact.
  - b. Provide impersonal, objective reasons for the rejection after review.
  - c. If the employee persists, review the questions with the DMB Safety and Health Coordinator for final disposition.
7. Corrective action involving another division within the department or another department should be pursued through the normal management reporting chain of command. In the event of extraordinary delay or if assistance is needed, discuss the situation with the DMB Safety and Health Coordinator.
8. Any suggestion found to identify a condition of imminent danger will require that the job be shut down and immediate corrective action taken before resuming work.

### **5.3 JOB SAFETY ANALYSIS**

Job Safety Analysis (JSA) is a thorough review of a job task and associated work processes. A JSA consists of a step by step analysis of a job task to identify the potential hazards that may be encountered while performing the task and determining the best method to prevent or control the hazards identified.

The Job Safety Analysis form becomes a document to assist the supervisor in providing instructions to employees on how to perform a specific job task. The process results in recommended safe job procedures. It also includes what personal protective equipment will be required to do the job safely.

The blank JSA form (*Section 9.4*) can be copied for use when conducting a JSA.

JSA provide an effective means of developing new safe work procedures and are an excellent tool for training employees. Employee involvement is essential when conducting JSA's.

Below is a brief description of the JSA process:

1. Break the job down into a sequence of basic job steps. These steps describe the major job tasks to be performed.
2. After the steps are listed, analyze each step for potential hazards. The purpose is to identify as many hazards as possible, whether produced by the environment or connected with the mechanics of the work being performed, so that each step of the entire job can be done safely and efficiently.
3. Once the potential hazards and exposures associated with each step are identified, the next step involves developing methods to eliminate or control the hazards. To eliminate or control hazards follow these steps in this order:
  - a. Eliminate the process or operation, or provide a substitute action which can be done without the hazard, or
  - b. Isolate the process or operation so as to eliminate or minimize the hazard, or
  - c. Provide guards or control devices to eliminate or minimize the hazard, or
  - d. Provide personal protective equipment and enforce its use to eliminate the possibility of injury.
  - e. Identify safe body mechanics and safe behavior needed to perform the task safely
4. Once completed, the safe work procedures outlined in the JSA should be discussed with affected employees.
5. The JSA should be written and posted at the task location, or stored in a nearby location, to be available for employees to review and use and for new employee training.

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### **Special Notes:**

Risk Assessments have been conducted for several divisions in DMB. During a risk assessment each task that an employee may perform has been analyzed for its potential hazards. The assessment also provides an analysis of what personal protective equipment should be used when performing specific tasks, and what training is required. Other divisions may be involved in risk assessments in the future. These assessments may provide insight into what high-risk job tasks would benefit from further analysis by conducting a JSA. Information on Risk Assessments conducted in DMB is available from the DMB Safety and Health Coordinator.

## 5.4 JOB SAFETY ANALYSIS FORM - SAMPLE

<b>Job Safety Analysis</b>		Department DMB	Division Warehouse
		Location Lansing/Secondary Complex	<input type="checkbox"/> New <input type="checkbox"/> Revised
		Job Operation Title Banding Pallets	Position/Title of person who does the job Laborer
Required and/or recommended personal protection equipment:			
<b>SEQUENCE OF BASIC JOB STEPS</b>		<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>RECOMMENDED SAFE JOB PROCEDURE</b>
1. Position portable banding cart and place strapping guard on top of boxes		1. Cart positioned too close to pallet (strike body & legs against cart or pallet. Drop strapping gun on foot.)	1. Leave ample space between cart and pallet to feed strapping – have firm grip on strapping gun.
2. Withdraw strapping and band end back, about 3”		2. Sharp edges of strapping (cut hands, fingers, and arms.) Sharp corners on pallet (strike feet against corners.)	2. Wear gloves, eye protection and long sleeves – keep firm grip on strapping – hold end between thumb and forefinger – watch where stepping.
3. Walk around load while holding strapping with one hand.		3. Projecting sharp corners on pallet (strike feet on corners.)	3. Assume a clear path between pallet and cart – pull smoothly – avoid jerking strapping.
4. Pull and feed strap under pallet.		4. Splinters on pallet (punctures to hands and fingers.) Sharp strap edges (cuts to hands, fingers and arms.)	4. Wear gloves – eye protection – long sleeves. Point strap in direction of bend – pull strap smoothly to avoid jerking.
5. Walk around load. Stoop down and bend over, - grab strap, pull up to machine – straighten out strap end.		5. Protruding corners of pallet or splinters (puncture to feet and ankles.)	5. Assume a clear path – watch where walking – face direction in which walking.
6. Insert, position, and tighten strap in gun.		6. Springy and sharp strapping (strike against with hands and fingers.)	6. Keep firm grasp on strap and on gun – make sure clip is positioned properly.

(Signature of person conducting job safety analysis)

(Date)

